

Random Acts of Continuing Education

South Dakota 2009-2010 School Library Survey Participant Guide

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With
Daria Bossman
Lee Crary
Joan Upell
Julie Erickson

Today's Objectives

- Learn to navigate the new School Library Survey in *Collect*
- Gather tips on easily completing the annual survey
- Save you time, energy and effort
- Assist you with collating your data accurately
- Provide a forum for you to ask us questions



Survey Highlights

- **New timeframe for submission – deadline is May 31, 2010**
- One survey per district
- Survey data available fall 2010
- Public Library Data Digest example at <http://www.library.sd.gov/aboutus/publications/index.htm>
- Print your completed survey to keep for your records
- Comparison data will be available next year

New address: <http://collect.btol.com/>

- To receive your log-in and password call the State Library at 1/800-423-6665
- Or call or e-mail your School Library Coordinators:
joan.upell@state.sd.us, 295-3152; lee.crary@state.sd.us, 295-3173

Gold Bar Tabs:

Instructions: Specifically written for SD, print these and read before you begin

Frequent Questions: General information about the Collect program, contact us first



Printing: Print a copy of the survey without data to use as a rough draft

Status:

- **Edit checks:** questions the Collect program may have for you
- **Unanswered questions:** All questions must have answers, even if 0 or N/A
- **Flagged questions:** Flagged questions are questions you flagged to return to later
- **SUBMIT SURVEY:** When you are completely done!

Survey: Takes you to the actual survey

In the Survey:

Survey Navigation:	Click on any section in this box and go directly to it
Buttons:	At the <u>bottom</u> of the first page will be:   BE SURE and SAVE your work after you complete each page.
Flags:	Use flags to remind yourself to return to a question
Notes:	Use Local notes for your purposes, use State notes to communicate with the State Library
Links:	Click on any question number underlined in blue B.10a and a Help box will pop up

The Questions:

Each district needs to complete all parts of General Information – Section A.

A.14 is especially important

For the purposes of this report a school library has ALL of the following:

- organized collection of print and non-print material
- paid library staff, designated facilities
- established schedule where the library is available to students, staff and administrators.

If there are no school libraries in your district, A.14 will equal 0.

- Skip the rest of the survey.
- Go directly to Certification (E.1) using the Survey Navigation box on the left.
- Complete E.1 and SAVE.
- Go to the Status tab in the gold bar and select Submit Survey.

You may then click on



NOTE: Your School Library Survey is official and complete.
You are NOT required to send a signature in the mail.
Whether you have 0 libraries or 30 libraries in your district,

no original signature is required.

A Few Definitions You May Need More Than Once:

When answering questions always select the category that best describes your situation using the definitions you will find in the Help boxes.

- **PK-12:** library serves preschool, pre-kindergarten, and/or kindergarten through 12th grade
- **Elementary:** library serves preschool, pre-kindergarten, and/or kindergarten through 4th, 5th, and/or 6th grade.
- **Middle School/Junior High:** library serves any combination of grades 4-8
- **High School:** library serves any combination of grades 6-12
- **School/Public Combined:** library serves any combination of grades PK-12 AND is a designated public library or branch of a public library
- **Certified Teacher Librarian:** individual holds a teaching certificate with the minimum 18 hour library endorsement, and/or MLS and is paid as a teacher
- **Certified Teacher, Not Librarian:** individual holds a teaching certificate with no library endorsement and is paid as a teacher
- **Library Paraprofessional:** may be called librarian, aide, clerk, technician, assistant, but is not paid as a teacher

Questions?

State Library 605-773-3131
Daria Bossman 605-773-3167
Lee Crary 605-295-3173
Joan Upell 605-295-3152
Our toll free number 1-800-423-6665



You must submit!